

# NVAP Locality Job Aid

**Within 10 business days after the project is awarded,** localities must enter the following information directly in NVAP:

- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

**Monthly:** localities must update the following information in NVAP:

- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

**Project Completion:** localities must update the following information in NVAP:

- Cost of Work to Date
- Contract Acceptance Date

NOTE: Once contract acceptance date is entered no additional updates will be allowed.

For more information please see:

[NVAP Users Guide](#)

|   |  |  |  |
|---|--|--|--|
| Type Of Work ⓘ<br><input type="text"/>                      | VDOT Project Coordinator ⓘ<br>Craig Manges                 | VDOT Project Coordinator Phone ⓘ<br>(540) 375-0144 | VDOT Project Coordinator Email ⓘ<br>Craig.Manges@VDOT.Virginia.gov |
| Type Of Work is required to submit                          | Locality Project Manager ⓘ<br>Craig Manges                 | Locality Project Manager Phone ⓘ<br>(540) 375-0144 | Locality Project Manager Email ⓘ<br>Craig.Manges@VDOT.Virginia.gov |
| Construction Company ⓘ<br><input type="text"/>              | Construction Company is required to submit                 |  |  |
| Original Contract Completion Date ⓘ<br><input type="text"/> | Current Contract Completion Date ⓘ<br><input type="text"/> | Contract Acceptance Date ⓘ<br><input type="text"/> |  |
| This field is required to submit                            | This field is required to submit                           |  |  |
| Contract Award Amount ⓘ<br>\$ <input type="text"/>          | Current Contract Amount ⓘ<br>\$ <input type="text"/>       | Cost of Work to Date ⓘ<br>\$ <input type="text"/>  |  |
| Contract Award Amount is required to submit                 | Current Contract Amount is required to submit              | Cost of Work to Date is required to submit         |  |

| Field Name                                  | Definition  |
|---|---|
| Type of Work                                | Select from dropdown menu.  |
| Construction Company                        | Contractor awarded the contract.  |
| Original Contract Completion Date           | Project construction completion date specified on awarded contract.   |
| Current Contract Completion Date (*Monthly) | Original contract completion date plus any approved time modifications due to change orders   |
| Contract Acceptance Date                    | Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator. |
| Contract Award Amount                       | The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)                                  |
| Current Contract Amount (*Monthly)          | The contract award amount plus any approved modifications due to change orders.   |
| Cost of Work To Date (*Monthly)             | Total amount of all approved contractor expenditures / invoices since the award of the contract.  |